

*Embassy of the United States of America  
Port of Spain, Trinidad, W.I.*

# Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

## ***WAREHOUSE ATTENDANT***

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR  
ADDITIONAL INFORMATION.

**Unsuitable applications will not be acknowledged.**

## BASIC FUNCTION OF POSITION

The incumbent will be responsible for performing general warehouse duties including housekeeping. He or she assists in the on-and-off loading of supplies and the inspection of incoming shipments, as well as items being delivered to or returned from various Embassy locations. Additionally, under the direction of the Supply Supervisor, this position will be responsible for labeling shelves, stock placement and removal.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of primary school level education required.
- 2 **WORK EXPERIENCE:** At least six (6) months warehouseman experience, or an equivalent combination of warehouse and laborer experience required.
- 3 **LANGUAGE PROFICIENCY:** Level II English ability (working knowledge) reading, writing and speaking required.
- 4 Basic knowledge of occupational and environmental health and safety practices required.
- 5 Valid driver's license for light motor vehicle required.
- 6 Ability to lift moderately heavy items required.

## TO APPLY

**Interested applicants for this position must submit the following or the application will not be considered:**

- A current resume or curriculum vitae along with the following information.  
**Failure to include the following information will result in an incomplete application:**

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Date and Place of Birth
5. Current Address, Day, Evening, and Cell phone numbers
6. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
7. U.S. Social Security Number and/or Identification Number
8. Eligibility to work in the Country (Yes or No)
9. Special Accommodations the Mission needs to provide
10. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
11. Days available to work
12. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
13. U.S. Eligible Family Member and Veterans Hiring Preference
14. Education
15. License, Skills, Training, Membership, & Recognition
16. Language Skills
17. Work Experience
18. References

## SUBMIT APPLICATION TO

Applications must be submitted no later than close of business October 22, 2012 to:

(Warehouse Attendant)  
Human Resources Management Office  
United States Embassy  
15 Queen's Park West  
Port of Spain

**The U.S Embassy in Port of Spain is an Equal Opportunity Employer**

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.